



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 8-30-71		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 1		Date Received NOV 8 1971		Application No. 29	
3. AGENCY, Division, Subdivision & Administering Office Address Office of Comptroller General, Insurance Dept. Claims Division 232 State Capitol		Date Completed NOV 15 1971		NOV 11 1971	
4. Person to Contact Dick Dorsey		5. Working Title Deputy Ins. Comm		6. Tel. No. 2108	
7. ACTION REQUESTED					
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates R.C.: 1948 - 1968		9. EXACT SERIES TITLE (Claims Files) Insurance Claims Complaint and Investigation Files /			
1969 To Date					
10. What function performed resulted in creation of this series <p>Our sole purpose is to assist citizens in solving problems involving insurance such as advising them on coverage, acting as a mediator, and attempting to close the communication gap between citizens and the insurance industry.</p> <p>We attempt to accomplish this by communicating with the public via mail, telephone and personal interviews at the State Capitol. We receive approximately one hundred letters per day and a telephone call every two and one-half minutes from somewhere in the state.</p>					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any <p>These files consist of letters of complaint from citizens; correspondence of investigators to insurance companies and to the complainant; all reports and other documents necessary to the investigation. These files are set up alphabetically by complainant.</p>					
12. EQUIPMENT OCCUPIED					
Letter-size File Drawers		No. of Drawers 63	Cu. Ft. of Records 94.50	ANNUAL RATE OF ACCUMULATION	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
Record Center Bus.		56	56	By Annual Accumulation	
In Records Center in Records Center Boxes		147	147	AVERAGE DAILY REFERENCES	
				No. of Drawers In Office(s) 31	
				In Storage Area(s) 46.5	
				78	
				This Year's 70	
				Last Year's 17	
				Preceding Year's 2	
				All Prior Years Less Than 1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? **FVA** ☒ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published? ☐ ☒
16. Does the series contain classified information requiring security handling? ☒ ☐
17. Does the series document policies and procedures of agency's operation or function? ☐ ☒ **GA. CODE 40-2703**
18. Could the function be performed if the files were lost or destroyed? ☐ ☒
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Is the series affected by Federal or grant funds? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 4 years:

a. <input type="checkbox"/> STATE LAW	b. <input type="checkbox"/> STATUTE OF LIMITATION	c. <input type="checkbox"/> AUDIT PERIOD	d. <input type="checkbox"/> FEDERAL LAW	e. <input checked="" type="checkbox"/> ADMINISTRATIVE DECISION	f. <input type="checkbox"/> HISTORICAL VALUE
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(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:
- A. ☐ Destroy immediately after cut off.
- B. ☒ Hold in current files area 1 month(s) / 1 year(s), then:
- 1 ☐ Destroy.
- 2 ☒ Transfer to records center; hold 1 year(s), then:
- a. ☒ Destroy.
- b. ☐ Transfer historical material to Archives; destroy remainder.
- 3 ☐ Destroy after audit (or year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <u>Fred Anderson</u>	Recommendations Prepared by <u>Fred Anderson</u>	Approved for Division <u>W. Pro</u> Date <u>10-6-71</u>	Records Management Officer <u>Fred Anderson</u> Date <u>10-6-71</u>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Johnnie L. Caldwell</u> Date <u>10-7-71</u>
	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Garroll Hart</u> Date <u>10-29-71</u>
	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Deann Fortney</u> Date <u>11-11-71</u>
	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Jimmy Carter</u> Date <u>11-11-71</u>